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PID - 151/63
5 December 1963

MEMORANDUM FOR: Executive Director/NPIC

FROM   : Chief, CIA/PID (NPIC)

SUBJECT   : Publication of CIA/PID Departmental Reports

REFERENCE   : (1) PID Memo 134/63, dated 15 October 1963

    1. Reference (1) estimated "the volume of hard-copy reports to meet Headquarters request for publishing of CIA departmental reports" to be approximately 20 per month.

    2. Departmental hard-copy publication will be resorted to primarily for those reports that Headquarters requestors specify for hard copy. The main bulk of departmental reporting will continue to be handled in the form of inter-office memoranda. Inter-office memoranda make for a far greater degree of flexibility and for more rapid response to requirements. It may be that reports put out initially in the form of inter-office memoranda will later be required by Headquarters in hard copy form.

    3. As of 5 December the following departmental projects are in PD for publication:

PID Branch	Report Project No.
ABCB	C 1301-63
	C 1584-63
GMB	C 171-63
MEB	C 900-63
	C 1270-63
	C 1580-63
IB	C 278-63
	C 1412-63

During the past week the following departmental hard-copy reports were released for distribution:

PID Branch	Report No. and Title	Project No.
MEB	CIA/PIR-16/63 TT-KY Chronology	C 1349-63

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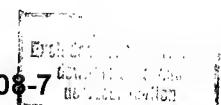| PID Branch	Report No. and Title	Project No.
ABCB	CIA/PIR-14/63	C 988-63

4. All departmental inter-office memoranda are now placed on minicard at NPIC with the exception of transmittals of graphics, and replys to requests for DD/P, DD/ST, etc. operations support. Therefore, minicard copies are available upon request.

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cc: Chief, PD/NPIC
    Chief, CSD/NPIC

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